

Thursday

DAY 14

TASKS TO DO

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MEALS

B

L

D

CLEAN

☐ Office

DECLUTTER

☐ Office desk

ORGANISE

☐ Office desk

5 MINUTE TASK

☐ Unsubscribe from junk emails

NEW DAILY HABIT

☐ Clean your office desk when finished at the end of the day

Keep the things that matter
and chance the things that don't.